



State of New Jersey
Department of Environmental Protection
FLOOD HAZARD AREA CONTROL ACT



ADMINISTRATIVE CHECKLIST FOR ELEVATING HOMES AND BUILDINGS

Revised: September 25, 2006 Website: www.state.nj.us/dep/landuse

A stream encroachment permit from the NJDEP is required to elevate any building situated in a flood hazard area. This checklist is designed to facilitate certain projects as described below and can only be used for such projects.

To apply for a permit, complete this checklist and send the material required below to the following address:

Postal Mailing Address:

NJDEP Division of Land Use Regulation
P.O. Box 439
Trenton, NJ 08625-0439

Street Address (For courier service and hand deliveries only):

NJDEP Division of Land Use Regulation
501 East State Street, Station Plaza Five, 2nd Floor
Trenton, NJ 08609-1101

**For questions about getting started and other general inquiries: call Helen Owens at (609) 292-2178.
For engineering or architectural design and other technical questions: call an NJDEP engineer at (609) 292-0060.**

APPLICATION REQUIREMENTS (Please submit all of the following):

- ☐ One completed copy of this checklist.
- ☐ One completed LURP-1 application form with original signatures (available from www.state.nj.us/dep/landuse).
- ☐ One set of location maps (USGS quad map is required; local tax, county soil and flood maps where available).
- ☐ One set of color photographs showing the building being elevated (mounted on 8½" by 11" paper).
- ☐ One written description of the project, including justification for any vegetation being cleared within 50 feet of the top of bank along any stream or river, and any other possible environmental impacts that may occur.
- ☐ Six sets of individually folded, signed and sealed construction plans, clearly showing how the building will be elevated. Plans must reference 1929 NGVD and should include all necessary details, floor elevations, etc.

DESIGN AND CONSTRUCTION REQUIREMENTS (The project must meet all of the following standards):

1. The building being elevated cannot be relocated and must remain in its existing footprint, except that the building (if not located in a floodway) can be expanded by up to 300 square feet (including any previous expansions since 1980).
2. The lowest habitable floor of the building must be elevated to at least the **regulatory flood elevation**.
 - Some flood maps are prepared by the State, while others are prepared by FEMA.
 - If flood maps have been prepared by the **State**, the regulatory flood elevation is the **flood hazard area design flood elevation**. (Note: this is somewhat higher than the 100-year flood elevation.)
 - If flood maps have been prepared by **FEMA**, the regulatory flood elevation is **1 foot above the 100-year flood elevation**. (Note: this applies only to these elevation projects.)

Based on the above check one of the following:

- ☐ The regulatory flood elevation was taken from a State flood map. (Get State flood maps at (609) 292-2296).
 - ☐ The regulatory flood elevation was taken from a FEMA flood map. (Get FEMA flood maps at (800) 358-9616).
 - ☐ The regulatory flood elevation was determined from some other source (if so, please explain in writing).
3. The area beneath the lowest habitable floor of the elevated building must remain permanently open to the passage of floodwaters and cannot be used for habitation. This area can be used for incidental storage but cannot contain furnaces, water heaters or other mechanical or electrical devices. However, elevators and similar devices required by the Americans with Disabilities Act to provide access to the building are permitted beneath the lowest habitable floor.

Only the following four uses are acceptable beneath the lowest habitable floor (check one):

- ☐ The area beneath the lowest habitable floor will be a garage which:
 - Has a footprint of no more than 625 square feet (provided there is no other freestanding garage onsite); and
 - Will be constructed with flood vents in the walls in accordance with local building codes to balance hydrostatic pressure during a flood.
 - ☐ The area beneath the lowest habitable floor will be a crawl space which:
 - Is less than 6.5 feet in height, as measured vertically from the floor of the crawl space to the lowest habitable floor of the elevated building; and
 - Will be constructed with flood vents in the walls in accordance with local building codes to balance hydrostatic pressure during a flood.
 - ☐ The area beneath the lowest habitable floor is not a garage or crawl space as described above and will instead be partially enclosed with walls. At least 25% of the wall area will remain permanently open.
 - ☐ The house will be raised up on pilings and no walls will be constructed below the lowest habitable floor.
4. You must completely fill in any existing basement up to (but not above) the ground elevation adjoining the building.
 5. If the building being elevated is located in a floodway, you must include in this application engineering calculations that demonstrate the elevated house can withstand the force of floodwaters. Other requirements may also apply to construction in a floodway. Please contact an NJDEP engineer at (609) 292-0060 for further information.